

## **HOW TO SCHEDULE A MEDIATION APPOINTMENT**

- 1. Pick up a Mediation Packet at the front desk and fill out the form on the first page of the packet. Leave that form at the front desk.**
- 2. A Mediation Packet will be mailed to the other party with a letter advising them that you are requesting mediation and asking them to respond within 14 days. You will receive a copy of that letter so that you will know the date the packet was mailed to the other party.**
- 3. Read the Mediation Packet and complete the Mediation Questionnaire contained in the Mediation Packet. Return the completed questionnaire to this office.**
- 4. If you have never been in mediation in Lassen County, attend an orientation session. (The Mediation Packet contains information regarding how to schedule orientation.)**
- 5. As soon as both you and the other party have returned a completed Mediation Questionnaire, and attended orientation if you are required to do so, you will both be contacted to schedule mediation.**
- 6. Mediation can not force the other party to respond to your request for mediation. If you have not been contacted to schedule an appointment and the 14 day period has elapsed, please contact mediation at 251-8208 to ask whether the other party has responded. If the other party has not responded you will need to file a motion with the court to request the orders you were going to request in mediation. If a prior court order requires you to attend mediation before filing a motion with the court, you will have complied with that court order by requesting mediation and turning in your Mediation Questionnaire. If you have further questions please contact mediation at 251-8208.**